

## Common C Case Errors to Check with Query Wizard

1. **Closing:** Cases with a withdrawal and a status of “closed”, but no closing data entered on closing screen

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Withdrawal, Date Approved	Is Greater Than	1/1/1999	
Status	Equals	Closed	
Closing, Date Closed			1

*Note: This will place those cases with no closing data at the top of the results.*

2. **Inconsistent Adjustment Data - Adjusted:** This shows cases that show an adjusted withdrawal but do **not** show a closing method of “Withdrawal, Adjusted.” For example, it will show cases that have an adjusted withdrawal but were closed as “Withdrawal, Not Adjusted”.

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Closing Method	Is Not Equal To	Withdrawal, Adjusted	
Closing, Date Closed	Is Greater Than	9/30/2000	
Withdrawal, Adjusted	Equals	Y	

*Note: This will show cases closed by a method of Transferred which is not an error.*

3. **Inconsistent Adjustment Data – Not Adjusted:** This shows cases which have inconsistent data in that they show a withdrawal which is not marked as adjusted on the withdrawal screen, but are **not** closed by a method of “Withdrawal, Not Adjusted.”

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Closing Method	Is Not Equal To	Withdrawal, Not Adjusted	
Closing, Date Closed	Is Greater Than	9/30/2000	
Withdrawal, Adjusted	Equals	N	

*Note: This will show cases closed by a method of Transferred which is not an error.*

4. **Closing without Disposition Date:** These cases show a status of closed but have no disposition date which means they will continue to be included in the number of pending cases for the Region.

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Disposition Date			1
Closing, Date Closed	Is Greater Than	9/30/2000	
Closing, Method	Is Not Equal To	Transferred	

*Note: The cases with no disposition dates will appear at the top of the report.*

5. **Closing in the Future:**

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Closing, Date Closed	Is Greater Than	(enter today's date)	

*Note: The cases with no disposition dates will appear at the top of the report*

6. **Closing Timing Errors:** This will show you cases that on the Closing screen show they were closed pre-complaint but have a complaint date issued in the case data.

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Closing, Timing	Equals	Pre-Complaint	
Closing, Date Closed	Is Greater Than	9/30/2000	
Complaint, Date Issued	Is Greater Than	1/1/1990	

### Common R Case Errors to Check with Query Wizard

1. **Closing – Cert:** Cases showing cert of rep issued but showing they were closed on a cert of results.

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Cert. of Rep, Date Issued	Is Greater Than	1/1/1990	
Closing, Closing Date	Is Greater Than	1/1/1990	
Closing, Method	Is Not Equal To	Certification of Representative	

2. **Closing – Cert:** Cases showing cert of rep issued but showing they were closed on a cert of results.

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Cert. of Rep, Date Issued	Is Greater Than	1/1/1990	
Closing, Closing Date	Is Greater Than	1/1/1990	
Closing, Method	Is Not Equal To	Certification of Results	

3. **Closing – Cert:** Cases showing closing Before Issuance of Notice of Hearing but showing a pre-election NOH issued.

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Closing, Stage	Equals	Before Issuance of Notice of	

		Hearing	
Pre-Election Hearing, Date Notice Issued	Is Greater Than	1/1/1990	
Closing, Closing Date	Is Greater Than	1/1/1990	

4. **Unit – no employees determined:** Cases which are closed and show an election was held but showing no number of employees in the unit determined.

Query Fields	Operator	Value	Sort Order
Case, Full Number			
Closing, Closing Date	Is Greater Than	1/1/1990	
Unit, Number Employees Determined			1
Election, Date Held	Is Greater Than	1/1/1990	

*Note: The cases with no number of employees in the unit determined will appear at the top of the report. Also check to see that the unit determined information has been entered.*